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NASA Procedural Requirements

NPR 3530.1A

Effective Date: July 22, 2003

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2008**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Pay Policy and Allowances

Responsible Office: Office of Human Capital Management

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Chapter 9. Advances in Pay

9.1 References

9.1.1 5 U.S.C. 5524a, Review of Accounts.

9.1.2 5 CFR Part 550, Subpart B, Pay Administration (General).

9.2 Responsibility

Center Directors are authorized to approve advances in pay. This authority may be re-delegated.

9.3 Scope

This policy applies to all eligible individuals newly appointed to a position within NASA. The definition of "newly appointed" is established in 5 CFR 550.202.

9.4 Policy

9.4.1 An advance payment of basic pay may be made when, without the payment, the prospective employee might not accept the position because of immediate financial obligations associated with accepting the position. The definition "rate of basic pay" is established in 5 CFR 550.202.

9.4.2 Advance payments of not more than two pay periods of basic pay may be made in one or more installments to newly appointed employees. The amount advanced will be based on the employee's rate of pay at the time of appointment, reduced by the amount of any deductions and allotments that normally would be subtracted from the employee's first regular paycheck.

9.4.3 An advance payment may be made no earlier than the effective date of appointment and no later than 60 calendar days after appointment.

9.4.4 A written statement of understanding covering requirements for the payment, repayment, recovery and waiver will be signed by the approving official and the employee prior to payment.

9.5 Criteria

An advance payment of basic pay may be made when there is evidence that, without the payment, a new employee might either be deterred from accepting the position or experience financial burden following acceptance of the position. In determining whether an advance should be approved, factors such as the following should be considered:

a. The presence of significant travel and/or household relocations costs and whether NASA is helping to pay those expenses.

- b. The ability of the new employee to bear the expenses related to acceptance.
- c. Personal financial obligations of the new appointee that indicate an advance in pay will ease the transition to new employment.
- d. Other factors related to the acceptance of new employment that indicate a need and, in the judgment of the approving official, justify an advance.

9.6 Requests for an Advance of Pay

Requests for an advance in pay must be made in writing, signed by the employee, and include the following:

- a. Employee's name, employing organization, Center and duty station.
- b. Title, series, and grade of the position to which appointed.
- c. An explanation of the need for the advance.
- d. A signed Statement of Understanding.
- e. Signature and date of the approving official (if/when approved, see paragraph 9.8).

9.7 Statement of Understanding

The statement will include the following:

- a. Employee name, position title, series, grade, organization, and duty station.
- b. Employee's per annum basic rate of pay.
- c. The amount of basic pay the employee is entitled to receive for two pay periods at the time of appointment, less any allotments or deductions normally subtracted from pay.
- d. The total amount of pay to be advanced, which cannot be more than the net amount described in c. above.
- e. Whether the advance is to be recovered by payroll deductions or salary offset.
- f. The schedule of allotments for repayment of the advance that must be completed over not more than 14 pay periods from the date of first payment, unless recovery is accomplished in accordance with 5 CFR Part 550, subpart K.
- g. The amount that will be deducted from the employees pay by payroll deductions or salary offset for each pay period.
- h. A statement that the employee may prepay all or part of the outstanding balance at any time before the final payment is due and how and where these prepayments may be made.
- i. A statement that the employee understands the unpaid balance is due and must be repaid to NASA, unless waived by the approving official, upon transfer to another Federal agency or termination of NASA employment for any reason.
- j. A statement that, upon transfer or termination of the employee for any reason, any unpaid balance must be recovered by salary offset or other method provided by law.
- k. Signature and date of employee.
- l. Signature and date of the Human Resources Office representative.

9.8 Approving Advances in Pay

9.8.1 Each advance in pay must be approved in writing, either on the request or by separate memorandum. Advances are effective only after properly approved.

9.8.2 A copy of the approval will be retained with the request and a copy will be forwarded to the payroll office to authorize the advance payment.

9.9 Payment and Repayment

9.9.1 The advance will be calculated based on the employee's basic pay for not more than two pay periods.

9.9.2 Unless salary offset procedures are invoked, a period of not more than 14 pay periods will be established for repayment through payroll deductions. An employee may prepay all or part of the outstanding balance at any time

and will be informed about how to do that.

9.10 Waivers of Repayment

Center Directors may waive, in whole or in part, the right of recovery of the advance payment, if it is determined that recovery would be against equity and good conscience or against the public interest.

9.11 Records

Records sufficient to reconstruct actions will be retained for two years. Actions involving waivers or repayment will include a clear explanation of the circumstances and facts that justified the waiver. Records will include the request, the statement of understanding and waiver, if applicable, with supporting documentation.

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